

**CHECKLIST OF REQUIREMENTS FOR
(CONSULTING SERVICES)**

Name of Bidder: _____

I. TECHNICAL PROPOSAL

Description		Pass/Fail
1. Cover Letter of Technical Proposal	TPF 1. Technical Proposal Submission Form	
2. Bid Security	<p>1. Cash or cashier's/manager's check (2% of ABC) issued by a Universal or Commercial Bank; or</p> <p>2. Bank draft/guarantee (2% of ABC) or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or</p> <p>3. Surety Bond (5% of ABC) accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument, or</p> <p>4. Bid Securing Declaration using format in Section VII. Bidding Forms.</p>	
3. A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form	TPF 2. Consultant's References	
4. Comments, if any, on the TOR	TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity	
5. A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR	TPF 4. Description of the Methodology and Work Plan for Performing the Project	
6. An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project	TPF 5. Team Composition and Task	
7. The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular	TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff *	

reference to the type of experience required for the tasks assigned should be presented in the CV format. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position		
8. A Time Schedule indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown.	TPF 7. Time Schedule for Professional Personnel	
9. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR	TPF 8. Activity (Work) Schedule.	
10. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184	Use the form prescribed in Section VII Bidding Forms	

** The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:*

- is proposed for a domestic position but is not a Filipino citizen;*
- failed to state nationality on the CV; or*
- the CV is not signed in accordance with paragraph (v) above.*

II. FINANCIAL PROPOSAL

The Financial Proposal requires completion of six (6) forms:

Description	Pass/Fail
FPF 1. Financial Proposal Submission Form	
FPF 2. Summary of Costs	
FPF 3. Breakdown of Price per Activity	
FPF 4. Breakdown of Remuneration per Activity	
FPF 5. Reimbursables per Activity	
FPF 6. Miscellaneous Expenses, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures	

Bids and Awards Committee:

BAC Chair

BAC Vice Chair

BAC Member

BAC Member

BAC Member